



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 18, 2014

Terri Severance &
Brittany Petersen
22321 N Ave
Grundy Center, IA. 50638

Dear Child Care Provider,

This letter is in regards to the October 9, 2014 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

YOU INDICATE THAT JESSICA OLTMAN IS NO LONGER YOUR CO-PROVIDER AS OF MAY 2014. YOU INDICATED THAT BRITTANY PETERSEN IS NOW YOUR CO-PROVIDER, HOWEVER, KINDERTRACK (KT) RECORDS SHOW HER AS YOUR ASSISTANT ONLY. IF YOU WANT HER AS A CO-PROVIDER YOU WILL NEED TO CONTACT CHILDCARE REGISTRATION AT 1-866-448-4605 AND COMPLETE NECESSARY REQUIREMENTS.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

ROOMS ARE CLUTTERED DUE TO DOWNSIZING OF A RELATIVE'S HOME. COULD USE CLEANING AND DE-CLUTTERING.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

NOT CURRENTLY UPDATED. NEEDS TO BE UPDATED AND POSTED.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

HAVEN'T KEPT RECORDS IN 2014. THIS NEEDS TO BE PRACTICED AND DOCUMENTED.

☐ 110.5(2) A provider file is maintained and contains:

NEEDS FILE FOR SELF-TERRI AND FOR BRITTANY.

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

NEEDS PHYSICIAN SIGNED STATEMENT OF HEALTH & IMMUNIZATION FOR TERRI.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

BRITTANY NEEDS TO TAKE.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

CPR/ 1ST AID DOCUMENTATION NEEDED FOR TERRI.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

STAFF ASSISTANT FILE NEEDED FOR BRITTANY AND ERIN STONER.

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every three years thereafter.

A PHYSICIANS SIGNED STATEMENT OF HEALTH AND IMMUNIZATIONS IS NEEDED FOR BRITTANY.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

A MANDATORY REPORTER TRAINING CERTIFICATE IS NEEDED FOR BRITTANY.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

CERTIFICATE WAS NOT POSTED. PROVIDER HAD TO LOCATE CERTIFICATE AND THEN POSTED.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

MISSING FOR TWO FILES.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

MISSING FOR ONE.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

MISSING FOR ONE.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

MISSING FOR THREE.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

MISSING FOR THREE.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

MISSING FOR TWO.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

MISSING FOR ONE.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart
Social Worker II

Natalie Clapp

Social Work Supervisor

Department of Human Services

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-267-2644.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).